

EMPLOYMENT ANNOUNCEMENT
ERIE COUNTY DEPARTMENT OF SENIOR SERVICES
COMMUNITY PLANNING COORDINATOR

The Department of Senior Services is soliciting prospective applicants for the position of COMMUNITY PLANNING COORDINATOR. **Please note this is a competitive civil service position and that the appointment made will be provisional pending a civil service competitive examination for permanent appointment.*

A Community Planning Coordinator is responsible for the oversight of home and community-based services for aging and disabled clients in Erie County; responsible for the implementation and evaluation of utilization of services provided by Erie County and its' contracting partners; responsible for Department service programs, including: Wellness, Case Management, New York Connects, Heap, Transportation; monitors procedures for program administration, quality improvement protocols, and quality assurance programs; solicitation of information and needs assessment of community based organizations and other department partners; supervises recruitment, training and evaluation of case management staff; works with related staff to ensure program compliance with various regulations and funding source requirements.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited New York State registered college or university with a Master's Degree and four years of experience in an administrative or supervisory position including two years in the field of human services; or
- B) Graduation from a regionally accredited New York State registered college or university with a Bachelor's Degree and five years of experience in an administrative or supervisory position including two years in the field of human services; or
- C) An Equivalent combination of training and experience as defined by the limits of A and B.

NOTE 2: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements

Starting Salary Range: \$54,902.00 - \$72,609.00

Please forward resume /letter to John W. Greenan, Commissioner of Personnel, Erie County, 95 Franklin Street, Room 604, Buffalo, NY 14202, or via email to John.Greenan@erie.gov. Application deadline is February 10, 2014. EOE.